PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

Set Up 9/16-9/17
Take Down 9/19

Menasha Parks & Recreation Department
140 Main Street
Menasha, WI 54952-3190

Questions? Call: 967-3640
8:00 AM - 4:00 PM Monday - Friday
Office Location: 2nd Floor, City Hall

Group Name or Sponsor of Event: THEDA CARE Date of Event: SEPT. 18, 2010

Event Coordinator: ANNA PORTELLI Daytime Telephone: 920-236-8030

Address: 2150 S. WASHBURN, OSHKOSH, WI 54904 Home Telephone: 920-267-0280 EXT 1339

Time of Event: From 8:00AM to 11:00 PM **Group Size:** 3,000 **Fees:** *(see attached page)*

Does your group qualify for resident rates? ____ **No** X **Yes** *(City of Menasha, Neenah, Appleton & Town of Menasha residents only)*

Do you plan to consume beer or wine? ____ **No** X **Yes** (Fill out permit, page 2 - see #5, page 3)

Do you plan to sell beer or wine? ____ **No** X **Yes** (You will need **more** than a Beer Permit, see #6, page 3)

Do you plan to sell food to the public? X **No** ____ **Yes** (You will need a Temporary Food Permit, see #13, page 3)

Certificate of Insurance needed? ____ **No** X **Yes** (For tournaments, public events, rides, etc. - see #4, page 3)

Are you planning "kiddie" rides or other amusements? ____ **No** X **Yes** (Carnival Permit required, contact City Clerk)

Do you plan to have an amplified sound system? ____ **No** X **Yes** (See #12, page 3) Describe: LIVE MUSIC

Do you plan to set up tent(s) for the event? ____ **No** X **Yes** (See #9, page 3)

Parks & Recreation Board approval needed? ____ **No** X **Yes** (When selling beer and multi-day events, contact Director)

Building Keys Needed? ____ **No** X **Yes** (Usually for kitchen use – see #10, page 3)

Facility
(circle all that apply)

Jefferson

Pavilion *Kitchen* *West Shelter* *East Shelter* *Launch Shelter* *Pool*

Picnic Area #____ *Diamond(s)* @ 11

Smith

Pavilion *Kitchen* *Wedding/Garden (80 benches available)*

Diamond/Field ____

Memorial Building
(pre-wedding ceremony only)
Start Time: ____
End Time: ____

Hart
Shelter *Diamond/Field*

Clovis
Shelter *Diamond/Field* ____

Barker Farm
Shelter *Diamond/Field*

Koslo
Shelter *Diamond/Field* ____

Pleasants
Diamond/Field ____

Shepard
Diamond/Field ____

Curtis Reed Square

Office Notes: PD/FIRE MEETING - FENCE SET UP
INVOICE ITEMS
SEPT. 13 PARK BOARD meeting
COME SEE ANNE/BRIAN BEFORE meeting
INSURANCE - CERTIFICATE NEEDED
City Clerk - Beer License
JULIE POLLOW #

OFFICE USE ONLY	
Facility Fee: $	
User Fee: $	
Area Fee: $	
Beer Permit: $	
Total: $	
Receipt #	
Permit #	2340

PD Copy

Continued →

HOLD HARMLESS AGREEMENT

I, ANNA PORTELLI (person in charge), agree and bind THEDACARE (group name) to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks.

Signature: Anna Portelli Date: 5/3/10

BEER PERMIT

For Consumption Only!

Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit *(See #6 on page 3)*

The below named assumes responsibility for exercising control over attendees behavior at the event. **This person or designee must be present for the duration of the event.** The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permittee Name: (print) PORTELLI (Last) ANNA (First) M.I. DOB: 7/24/59

Address: 2150 S. WASHBURN ST. OSHKOSH WI Phone: 920-236-8030 EXT. 337

Area that beer and/or wine can be consumed: BIG TENT

Signature: Anna Portelli

Permittee has read list of City ordinances pertaining to alcohol X Yes Dept. Initials _____

2010 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

Pavilion/Shelter Fees		Resident	Non-Resident
Jefferson Park			
Large Pavilion		$ 55.00	$ 85.00
Kitchen*		30.00	50.00
West Shelter		35.00	55.00
East Shelter*		20.00	40.00
Launch Shelter		15.00	32.00
Picnic Area #3 & #5 with electric		20.00	40.00
Wedding		User Fee Only	User Fee Only
Pool Rental (1 hour)		115.00	115.00
Smith Park			
Pavilion		50.00	75.00
Kitchen*		30.00	50.00
Wedding Set-Up**		200.00	250.00
Memorial Building (pre-ceremony only)		10.00/hour	10.00/hour
Hart Park Shelter*		25.00	45.00
Clovis Grove Shelter		20.00	40.00
Kosio Park Shelter (no electric)		20.00	40.00
Barker Farm Park Shelter		25.00	45.00
Curtis Reed Square		20.00	40.00
Beer Permit (Jefferson and Kosio only)		5.00	5.00
Tent Permit (when Diggers Hotline is called)		10.00	12.00
Amplifier w/microphone (per event/season)		20.00	20.00
(Jefferson East/West Diamonds only)			
Jefferson Volleyball Courts N & S		5.00	5.00
Kosio, Municipal Beach, Smith Park VB Courts		NC	NC
Soccer Fields		8.00/hour	8.00/hour
Kosio Baseball Diamonds	Without Lights	12.00/hour	12.00/hour
	With Lights	20.00/hour	20.00/hour
Softball Diamonds	Without Lights	8.00/hour	8.00/hour
	With Lights	15.00/hour	15.00/hour
Building/Shelter Key Deposit		20.00	20.00

2010 PARK USER FEES

Groups that reserve park shelters or picnic areas are subject to the following user fees:

Persons in Attendance	Resident	Non-Resident
1 - 20	$ 5.00	$ 11.00
21 - 75	24.00	36.00
76 - 150	42.00	60.00
151 - 300	79.00	102.00
301 - 600	134.00	162.00
601 - 1,100	240.00	275.00
1,101 - 2,000	360.00	400.00
2,001 & up	480.00	525.00

* *Indicates need for key*

** *Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-3642).*

Special Events Planning Worksheet

Information Request	Event Coordinator Response
Event Name	THEDACARE HOEDOWN
Date(s) of event	SEPTEMBER 18, 2010
Time of Event including set-up and takedown	SEPTEMBER 16 - 19 SETUP 16-17 8AM-6P SEP 19
Actual start of event	SEPT 18 8AM - 11P.
Contact Person/People	ANNA PORTELLI
Cellular phone if available for contact	920-267-0280
Is event open to the public?	NO
Total # of anticipated attendance	3,000 - 5,000
Number of Security personnel or chaperones provided	6
What does your event offer?	ENTERTAIMENT MEALS GAMES
Where will event be Park/location in park	JEFFERSON PARK
Will alcohol be served/sold?	YES - BEER - SOLD
If alcohol is present, Will you be using fencing or wristbands to control for underage drinking?	YES
Will there be amplified music at event/by who?	YES - GEOFF LANDON AND WOLFPACK
Additional notes/details	WE WILL ALSO HAVE PRIVATE SECURITY HIRED.

For Menasha Police Department Use Only

Date received_____ by LT _____ action _____

Notes _____

Rev09-15-05

FOX PREMIER
MEETINGS AND INCENTIVES
TRUE DIRECTION IN A WORLD OF POSSIBILITIES

2150 S. Washburn Street | Oshkosh, WI 54904
PO Box 2386 | Oshkosh, WI 54903-2386
Phone: 920-236-8030 | Fax: 920-236-8006
www.GoFoxPremier.com

FAX COVER SHEET

DATE: 5/4/10

TO: Department of Parks, Recreation Menasha

FAX: 920-967-5272

FROM: Anna Portelli

CLIENT/DATE: TheadaCare - September 16 - 19, 2010 Event

Message:

Hello Kristie,

Thank you for taking the time to speak to me about the TheadaCare Event and the forms needed to process the request.
Following this cover letter is the park Facility reservation Form and Beer Permit. Please let me know if I need to submit any other forms to confirm our event.

Regards,

Anna Portelli

MPI MEMBER If you do not receive all pages of this fax, please contact our office at 920.236.8030